



# ***Commander Naval Forces/Navy Region Japan***

## ***RDML Greg Fenton***

### ***Emergency Evacuation Program (EEP) Brief***



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## Disaster Strikes!

Your phone notification tells you of an earthquake in the area. No one in your family is injured, but due to the damage to the infrastructure of the community, your command informs you that families should prepare for temporary evacuation from the region. Soon after, you learn that an evacuation has been ordered.

- **Are you ready?**
- **Do you know how to reach all your family members?**
- **Do you have a place to meet?**
- **Do you have all your important family documents?**
- **Do you have a list of all your household goods?**
- **What about your pets? Are you ready to care for them and transport them?**



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## Disaster Preparation

Disasters and emergencies can strike at any moment. It is imperative to be prepared to react.

Individual service members and families need to have a plan that ensures coordination, safety, and means of communication in times of stress and confusion.

**Be ready! Don't wait until something happens to begin your preparations!**



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## Create Your Plan

**Step 1: Understand What Could Happen**

**Step 2: Create an Emergency/Disaster Plan**

**Step 3: The Preparedness Checklist: What You Need to Know**

**Step 4: Maintain Your Plan**

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## Step 1. Understand What Could Happen

- **Emergencies can happen anywhere**
  - terrorism
  - fire
  - hazardous materials spills
  - power outages
  - natural disasters
- **Look Around Where You Live. Ask yourself what emergencies or disasters could occur in your area.**
- **Find Out About Community Disaster Plans**

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## Step 2. Create an Emergency/Disaster Plan

- Meet with Your Family
- Determine Where to Meet
- Have an "Out-of-Town" Contact
- Know What to Do if an Emergency/Disaster Strikes

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## Step 3: The Preparedness Checklist

- Emergency Numbers
- Utilities
- Fire Extinguisher
- Smoke Alarms
- Escape Routes and Safe Spots
- First Aid/CPR
- Inventory Home Possessions

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## Step 4: Maintain Your Plan

- Review your plan every six months
- Restock: Check food supplies for expiration dates and discard, or replace stored water and food every six months.
- Test: Fire extinguisher(s) and smoke alarms

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## Tropical Cyclone Conditions of Readiness

Cyclones can present a real threat to the region. It is important for all families to know the Tropical Cyclone Conditions of Readiness (TCCOR). Understanding these terms will help you identify the timing and possibility of an evacuation order

- **TCCOR 4:** Lowest stage. Indicates that a possible threat of destructive winds will occur in 72 hours.
- **TCCOR 3:** Destructive Winds are possible within 48 hours.
- **TCCOR 2:** Destructive winds are anticipated in 24 hours.
- **TCCOR 1:** Destructive winds are anticipated within 12 hours

Follow your installation's website and social media sites for the latest information.



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## Emergency Evacuation Program (EEP)

In certain situations, it may be determined that many personnel must be evacuated from a certain area to a safe haven or to the United States when their lives are endangered by war, civil unrest, or natural disaster.

(Often called NEO – Noncombatant Evacuation Operations)



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## Reasons for an Evacuation

Situations that may require an evacuation of personnel include:

- **Armed conflicts**
  - An attack on the host country. Terrorism targeting US civilians.
- **Natural disasters**
  - Typhoons, Earthquakes, Floods, Tsunamis, Others.
- **Civil disorders**
  - Riots, Violent Political Demonstrations, Pandemic Illness.



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## How an Evacuation Works

- An official evacuation is requested by the US Department of State. Once approved by the President, the DoD and the appropriate military services coordinate the evacuation.
- Evacuation can be **ordered** (**mandatory**) or **authorized** (**voluntary**).
- Evacuees will be transported to a repatriation site, where they will stay until authorized to return.
- The nearest installation to the local area is responsible for family support.



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## The 6 Steps of an Evacuation

- **Preparation**
  - It is your responsibility to prepare yourself and your dependent children for short-notice evacuation.
- **Alert**
  - The process of notifying you of an evacuation and instructing you to assemble. You will be told when and where to report for processing and evacuation.
- **Assembly**
  - You will report to a designated location. It is your responsibility to look for instructions and listen to AFN to find out where the reporting locations are in your area.
- **Relocation**
  - This step involves moving you to a safer area where you will await transportation from the host country. Expect to wait for evacuation transportation at an RC from several hours to several days.
- **Evacuation**
  - Evacuation involves departing the host country. You may be evacuated temporarily to a “safe haven”, another friendly country, or a U.S. territory, where you will then await further transportation to the U.S.
- **Repatriation**
  - Returning to the U.S. and receiving assistance in onward movement to your final intended destination.

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## Evacuation: Tips for Success

- Stay tuned to AFN for information.
- Report to the nearest assembly point as quickly as possible when directed to report.
- Leave with the expectation that you may not return.
- Be sure to have your important family papers (EEP Binder) with you.
- Remain calm, patient, and flexible.
- Dress appropriately.
- Know that transportation resources may be limited; be prepared to wait.
- Help out others in need.

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## Just in Case: How to Be Ready

- Meet as a family and talk through procedures and plans
- Create and maintain an EEP Binder
  - This includes all the important information and paperwork your family will need to function temporarily in a new place – without the majority of your possessions.
- Create and maintain an Emergency Bag/Kit
  - This includes personal goods you might need to for temporary survival (personal items, toiletries, medication, baby supplies, etc.).



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## EEP Binder: What's in it?

- Identification (*Passport, US Military ID, Birth Certificates, Marriage License, Naturalization Certificates, Alien Registration Cards, etc.*)
- List of Household Goods
- Will and Powers of Attorney
- Medical and Immunization Records
- Vehicle Registration
- Financial Records
- Insurance Policies
- Any other important papers as they pertain to you and your family



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## Emergency Evacuation Bag/Kit: What to Bring

- Food and Water
- Enough cash for 3-4 days without access to an ATM (US or local currency)
- Personal Items (Toiletries, Prescription Medication)
- Personal Hygiene
- Extra Clothing, Blanket, Flashlight, Radio
- Games/Books/Toys for Children
- If applicable
  - Baby Supplies (Diapers, Wipes, Baby Food, Clothing, Toys, etc.)



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## What about our Pets?

- Have documentation (Vaccination and Ownership).
- Bring Pet Supplies (3 Day Supply of Food, Medicines).
- Have an Airline-Approved Pet Carrier/Kennel Per Animal.
- Only Two (2) registered pets per family (Domestic Dogs/Cats only).
- Pets may be temporarily housed only when time, space, and resources permit.
- The Veterinary Service Team will only be responsible for emergency veterinary medical service support and NOT general care and feeding of animals.
- If a separate evacuation is required for pets, care and feeding of the pets after owners' departure will be coordinated by the Installation Emergency Management Office.



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# Emergency Checklist and Resources

The screenshot shows the website of the Commander, Navy Region Japan (CNIC). The header includes the CNIC logo and name, a search bar with the text "Enter Query", and a navigation menu with links to ABOUT, OPERATIONS AND MANAGEMENT, FLEET AND FAMILY READINESS, NEWS, and INSTALLATIONS. Below the navigation menu, the breadcrumb trail reads "Commander, Navy Region Japan » Operations and Management » Emergency Management". The left sidebar contains a list of links: About, Operations and Management (selected), Emergency Management, Human Resources, Services and Resources, Workforce Development, Water Quality Information, Fleet and Family Readiness, and News. The main content area is titled "Emergency Management" and features a link to the "Emergency Evacuation Program (EEP) package". Below this, there is an "Introduction" section with two paragraphs of text. The first paragraph states that the site provides essential information for evacuation from Japan and relocation to the United States or a designated Safe Haven. The second paragraph explains that the unit's EEP coordinator will be the point of contact in times of crisis or emergency, and that the U.S. Department of State will decide when to evacuate noncombatants.

<https://www.cnic.navy.mil/regions/cnrj/om/emergency-management.html>

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## During an Emergency: Where to Go for Information

- Emergency Coordination and Town Hall Meetings
- Phone Calls
  - Keep your command updated regarding your contact information
  - Command Emergency Coordinators will contact you
- AFN Radio/AFN Television
- Command and Region Social Media (Official Command Facebook, Twitter, etc.)
- Mass Warning and Notification System
- CDNS (text and computer messaging)



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## During an Emergency: Accountability

- Navy Family Accountability and Assessment System (NFAAS)
  - Report Accounting Status
  - Update Contact/Location Information
  - Complete Needs Assessment
  - View Reference Information
- **Ensure you have a username and password for logon!**
- <http://go.usa.gov/kQ4>



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## Timeline and Expectations

- US Forces Japan began an effort in July 2017 to standardize all Noncombatant Evacuation Operations (NEO) and Emergency Evacuation Programs (EEP).
  - An instruction creating a framework for emergency preparation and execution is under development.
  - A working Group developed a standardized EEP Checklist to be implemented for all components in Japan.
- 
- **Town Hall Meetings:** May-June 2018
  - **All Installation Commanders** must establish EEP Plans and incorporate standardized EEP Checklist by 30 September 2018.
  - **Newly arriving personnel are expected** to complete a standardized EEP Checklist within 60 days of arrival in Japan.

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# Ready Navy

Ready Navy provides resources, assessments, checklists, articles, helpful information, and contacts regarding emergency actions , preparation and response of all types.

<https://www.ready.navy.mil/>

### Basic Emergency Kit

Your emergency kit should contain enough supplies for each person in your household for three to five days. In addition, assemble a portable kit to take with you when you evacuate, as well as emergency kits for your vehicle and workplace. The following basic supplies are recommended:

- ☐ Water—at least one gallon per person per day for at least three days.
- ☐ Food—non-perishable food for at least three days (include canned goods with low salt and high liquid content).
- ☐ Special needs—baby formula/food and supplies and medical equipment.
- ☐ Pet Food—non-perishable food for at least three days.
- ☐ Manual can opener.
- ☐ First aid kit.
- ☐ Prescription medications.
- ☐ Dust masks.
- ☐ Personal sanitation supplies such as toilet to go/toilettes.

### Family Emergency Plan

\_\_\_\_\_'s

#### Important contacts and insurance policy numbers

Doctor(s): \_\_\_\_\_  
Phone: \_\_\_\_\_  
Policy#: \_\_\_\_\_  
  
Doctor(s): \_\_\_\_\_  
Phone: \_\_\_\_\_  
Policy#: \_\_\_\_\_  
  
Dentist: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Policy#: \_\_\_\_\_  
  
Pharmacy: \_\_\_\_\_

Water: \_\_\_\_\_  
Ventilation: \_\_\_\_\_

#### Important Records

Use these checklists to help collect important papers to keep with your emergency supplies kit for ready access in case of evacuation. If not regularly used, place important records in a waterproof/fireproof container to be taken with you in case of an emergency.

**Personal**

- ☐ Military ID cards
- ☐ Driver's licenses
- ☐ Birth certificates/adoption records
- ☐ Social Security cards
- ☐ Passports
- ☐ Citizenship papers
- ☐ Marriage licenses, divorce records
- ☐ Vehicle registration/ownership records
- ☐ Medical records
- ☐ Immunization records
- ☐ Power(s) of attorney (personal/property)
- ☐ Wills

### Preparedness Empowers You!

It saves lives, property, and time.  
Emergencies happen, often with little or no notice. By taking action beforehand you can be prepared for any emergency.  
Be Ready Navy. I am. Are you?

**Are YOU Ready?**

**Are you and your family *READY* for an emergency?**  
Take the *Ready or Not Ready Quiz* to find out.

**How Did *YOU* Do?** **Are You *Ready*?**

**Famous Words**

**"Our armament must be adequate to the needs, but our faith is not primarily in these machines of defense but in ourselves."**  
- Admiral Chester W. Nimitz

**DISASTERS DON'T PLAN AHEAD. YOU CAN.**  
www.ready.navy.mil

**2017 CNIC National Preparedness Month**  
National Preparedness Month (Click Above for video) National Preparedness Month (NPM) is observed each September and sponsored by the Federal Emergency Management Agency (FEMA) within the Department of Homeland Security. NPM encourages Americans to take steps to prepare for emergencies in their homes, businesses, schools and communities. This year's overall theme is "Disasters Don't Plan Ahead. You Can."

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## Additional Resources

### Region-Specific

- Japan Weather, Climate, and Earthquake (<http://www.jma.go.jp/jma/indexe.html>)
- City of Tokyo Disaster Preparedness (<http://www.metro.tokyo.jp/english/guide/bosai/index.html>)

### General and US-focused

- FEMA “Are you Ready?” Guide ([https://www.fema.gov/pdf/areyouready/areyouready\\_full.pdf](https://www.fema.gov/pdf/areyouready/areyouready_full.pdf))
- Ready.gov (<https://www.ready.gov/>)
- No Person Left Behind (Resources for Persons with Disabilities) (<http://nopersonleftbehind.org/>)

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## MCAS Iwakuni EM Contact

**MCASI IEM Rob Zappia,**  
robert.d.zappia@usmc.mil

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## MCAS Iwakuni EEP/NEO Training

- MCAS Iwakuni offers monthly EEP/NEO classes
  - Contact – **Marine Corps Family Team Building (MCFTB) @ 253-3542** for more information or **<https://mccsiwakuni.com/marine-family/>**
  - Classes cover forms review and answers procedure questions for an EEP/NEO
- August 6-10 MCAS Iwakuni will be conducting an EEP/NEO exercise
  - More information to follow via MCAS Iwakuni Facebook, AFN, and AFN Radio1575

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*<http://www.mcasiwakuni.marines.mil/>*

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← → http://www.mcasiwakuni.marines.mil/ Home



Japanese American Society celebrates 60th anniversary in holiday party  
December 4, 2017

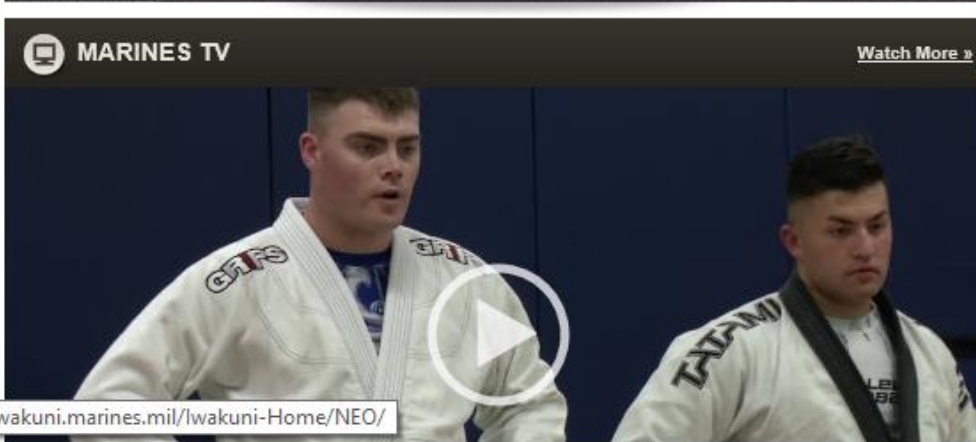
VMGR-152 descends on California ready to conquer El Centro Horizon  
December 4, 2017

Initial Japan-Based Carrier Air Wing-5 Jet Squadrons Fly-in to Marine Corps Air Station Iwakuni  
November 28, 2017

Guests participate in a game of musical chairs at the Japanese American Society (JAS) Iwakuni Holiday and 60th Anniversary Party at Marine Corps Air Station (MCAS) Iwakuni, Japan Dec. 2, 2017. [Read more](#)

**IWAKUNI TV**

**MARINES TV** [Watch More »](#)



<http://www.mcasiwakuni.marines.mil/iwakuni-Home/NEO/>

**RESOURCES**

<b>ICE</b> Interactive Customer Evaluation	<b>NEO</b> Prepare your family
<b>OPSEC</b>	<b>Safe Helpline</b> 24/7 sexual assault support line

Click here

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# MCAS Iwakuni Additional Information

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http://www.mcasiwakuni.marines.mil/NEO/

NEO

**MARINES**  
THE OFFICIAL WEBSITE OF THE UNITED STATES MARINE CORPS

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IWAKUNI HOME IWAKUNI HOME NEO

## Marine Corps Air Station Iwakuni, Japan

MCAS Iwakuni is a mission-ready air station, capable of providing continuous base-operating support for tenant organizations and follow-on U.S. and allied forces during training, combat or contingency (HA/DR) operations throughout the Indo-Asia Pacific region.

### NEO AND EMERGENCY EVACUATION PLAN

Sponsors and family members are responsible to take an active role in preparation for an evacuation, so that you will be better informed and able to move quickly. Preparation translates to reducing risk to you and your family. You must also understand what the U.S. Government will and will not do for you. The military and the U.S. Embassy will work to notify you of an evacuation order and move you safely and quickly away from danger. They will also attend to your basic needs of food, shelter, transportation and security.

**Emergency Evacuation Program (EEP) Packet** **FAQ**

- [Section 1 Administration and Reference](#)
- [Section 2 Identification](#)
- [Section 3 Evacuation and Finance Orders/Forms](#)
- [Section 4 Vehicle, Residence and Household Good Forms](#)
- [Section 5 Family and Pets](#)
- [Section 6 Others](#)

### OTHER INFORMATION

- [MCCS Typhoons & Earthquakes information](#) (Open a new window)
- [Emergency Preparedness](#)
- [All Hazards Planning](#)
- [Family plan](#)
- [Food and water](#)
- [Kids activity survival kit](#)
- [Pets](#)
- [Disaster kit](#)
- [Earthquakes](#)
- [Earthquake precautions](#)
- [Thunderstorms](#)
- [Volcanoes](#)
- [Volcano precautions](#)

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EEP Checklist

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# MCAS Iwakuni Additional Information

## EEP Forms

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http://www.mcasiwakuni.marines.mil/NEO/

Emergency Evacuation Program (EEP) Packet

FAQ

- Section 1 Administration and Reference**
  - EEP/ NEO Packet Checklist
  - Emergency Bag / Kit Checklist
  - USJF Command Policy Memo
  - Unit, Wardens, and Community Contact Information
  - Map from Residence to Rally Point / Evacuation Control Center
- Section 2 Identification**
  - USJF Form 178-R: EEP/NEO Data Card** (Complete and turn in to Warden)
  - ID Cards/CAC – Proper identification is important. Good forms of ID will help determine your evacuation priority and relations.
  - Passports/Visas – ID/CAC cards with passports will be the first ID required at the processing center.
  - Naturalization Certificates – Naturalization and Alien Registration cards will help non-US citizen's process more smoothly.
  - Social Security Cards – Social Security cards are not required but are highly recommended, especially for children born overseas.
  - Birth Certificates/Adoption Papers – Always a good idea to travel with birth documentation for your family in the event of an evacuation.
  - Marriage License/Divorce Decree – This documentation will help establish sponsorship and relations.
  - Valid Driver's License – In order to drive in the US you will need a valid driver's license.
  - NEO Processing Center Station Layout** – Map of gym layout.
  - NEO Processing Center Station Checklist** - This coversheet will act as your road map during the NEO processing.
- Section 3 Evacuation and Finance Orders/Forms**
  - Record of Emergency Data - Print from Marine On Line (MOL). Required to help establish next of kin. Ensure it is up to date and included with your NEO Package.
  - DD Form 1610** - Request and Authorization for TDY Travel of DoD Personnel (for Military Personnel) may be required during the evacuation process. Lines of accounting and approval signatures will be provided at evacuation processing

**EXTERNAL LINK**

**EMERGENCY HANDBOOK**  
(Link to "Yamaguchi Prefecture Official Webpage")

- Federal Emergency Management Agency (FEMA)**
- American Red Cross**

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## CFAS Contacts

**CFAS EMO: Mr. David Johnston,**  
David.Johnston@fe.navy.mil

**CFAS Ombudsman Chairperson: Ms. Queenie  
Babineau, Queenie.Babineau@fe.navy.mil**

**CFAS Public Affairs: Mr. Aki Nichols,**  
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## CFAY Contacts

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## CFAO Contacts

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**CFAO Public Affairs: Mr. Marshall Smith**

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## NAFA Contacts

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## NAFM Contacts

**NAFM EM: ABHC Kent Carter,**  
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**NAFM Public Affairs: MC3 Samuel Bacon**  
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